

City of Chattanooga, TN
Personnel Class Specification

Class code 0127

FLSA: Non-Exempt

CLASSIFICATION TITLE: PROGRAMMER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to code, design, modify, maintain, and prepare computer application programs and to assist in the support of various computer applications, both packaged and in-house.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews computer program specifications, and outlines program design and object relationships; tests programs for accuracy to specifications; may prepare flow charts and detail block diagrams.

May communicate with users and vendors. Communicates regularly with Programmer/Analysts to assist with requests, questions, and problems.

Creates standard code modules; writes and documents computer programs in high-level languages; designs GUI forms and report formats.

Writes modifications to existing programs to meet new requirements; studies application system manuals and system documentation to acquire a comprehensive understanding of jobs and functional requirements.

Prepares documentation such as user instruction manuals, run books, time records, and correspondence.

Assists in training users; provides user support.

Participates in analysis of program modifications or enhancements.

Troubleshoots production problems; tests and debugs programs; researches manuals for problem solutions.

Discusses progress of assignments and reviews completed program with Programmer/Analyst.

Keeps abreast of new computer technology and languages by reading industry-related publications and attending seminars as available.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in computer programming; one (1) to two (2) years previous experience and/or training involving computer programming in applicable languages preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience in Perl, Visual Basic, Visual Basic application, Visual Basic Scripting, crystal reports, XML, and web development is preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: February, 2003